

STANDARD INSPECTION REPORT OF A GAS DISTRIBUTION OPERATOR RECORD AUDIT

Unless otherwise noted, all code references are to 49CFR Part 192.
If an item is marked Unsatisfactory, Not Applicable, or Not Checked, an explanation must be included in this report.

Operator: AMEREN ILLINOIS COMPANY	Operator ID#: 32513
Inspection Date(s): 9/11/2013	Man Days: 1
Inspection Unit: Mt. Vernon/Centralia	
Location of Audit: Mount Vernon	
Exit Meeting Contact: Dallas Jett	
Inspection Type: Standard Inspection - Record Audit	
Pipeline Safety Representative(s): Donald Hankins	
Company Representative to Receive Report: Michael Fuller	
Company Representative's Email Address: mfuller2@ameren.com	

Headquarters Address Information:	300 Liberty Peoria, IL 61602 Emergency Phone#: Fax#:	
Official or Mayor's Name:	Ron Pate Phone#: (217) 424-6518 Email:	
Inspection Contact(s)	Title	Phone No.
Lynn Stelling	Gas Operation	
Dallas Jett	Quality Assurance Specialist	
Joe Orsa	Quality Assurance Consultant	

Gas System Operations	Status
Gas Transporter	NGPL
Annual Report (Form 7100.1-1) reviewed for the year:	Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>	
Unaccounted for Gas	Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>	

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Number of Services		Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
Miles of Main		Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
Is the operator maintaining documentation verifying their Maximum Allowable Operating Pressure(s)? (MAOP)		Satisfactory
<u>General Comment:</u> <i>The MAOP is on the regulator inspection sheets.</i>		
Operating Pressure (Feeder)		Various
Operating Pressure (Town)		Various
Operating Pressure (Other)		Various
MAOP (Feeder)		Various
MAOP (Town)		Various
MAOP (Other)		Various
Does the operator have any transmission pipelines?		Yes
Regulatory Reporting Records		Status
[191.5]	Were Telephonic Notices of Incidents reported to the NRC (800-424-8802)?	Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
[191.9(a)]	Was a DOT Incident Report Form F7100.1 submitted within 30 days after detection of an incident?	Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
[191.9(b)]	Were any supplemental incident reports submitted when deemed necessary?	Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
Did the operator have any plastic pipe failures in the past calendar year?		Not Applicable
<u>General Comment:</u> <i>No plastic pipe failures in the last calendar year.</i>		

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Did the operator take action to mitigate safety concerns relating to the failure of the PE or pipeline components?		No
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
[191.23(a)]	Did the operator report Safety Related Conditions?	Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
[191.25]	Did the Operator file a Safety Related Condition Report within 5 working days of determination, but not later than 10 working days after discovery?	Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
[192.16(c)]	Customer Notification: Has the operator notified each new customer within 90 days about the customer's responsibility regarding buried piping, however, operators of a master meter may continuously post a general notice in a permanent location?	Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
DRUG TESTING		Status
Refer to Drug and Alcohol Inspection Forms and Protocols		Not Checked
<u>General Comment:</u> <i>Drug records were inspected in 2011 for Ameren.</i>		
TEST REQUIREMENTS		Status
[192.517(a)][192.505,192.507,192.511(c)]	Are pressure test records being maintained for piping operating above 100 psig?	Not Applicable
<u>General Comment:</u> <i>No pipe operates above 100 psig.</i>		
[192.517(b)][192.511,192.509,192.513]	Are pressure test records being maintained for at least 5 years on piping operating below 100 psig?	Satisfactory
<u>General Comment:</u> <i>Pressure test records are kept for the life of the service line or the gas main.</i>		
[192.603(b)][192.725]	Were service lines temporarily disconnected from the main properly tested prior to reconnection?	Satisfactory
<u>General Comment:</u>		

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Temporarily lines are tested if disconnected.

UPRATING		Status
<u>Category Comment:</u> <i>No uprating was conducted last year in Mt. Vernon and Centralia operating centers.</i>		
[192.555][192.555]	Has the operator maintained documentation of uprating activities when uprating a pipe to a pressure that will produce a hoop stress of 30% or more SMYS?	Not Applicable
[192.557][192.557]	Has the operator maintained documentation of uprating activities when uprating a pipe to a pressure that will produce a hoop stress of less than 30% SMYS?	Not Applicable
OPERATIONS		Status
[192.603(b)][192.605(a)]	Has the operator conducted a review of the Operations and Maintenance Manual once per yr/15 months?	Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
Has the operator conducted a review of the Operator Qualification Plan once per yr/15 months?		Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
[192.603(b)][192.605(b)(3)]	Are construction records, maps, and operating history available to operating personnel?	Satisfactory
<u>General Comment:</u> <i>Construction maps are available to personnel.</i>		
[192.603(b)][192.605(b)(8)]	Has the operator periodically reviewed personnel's work to determine the effectiveness of normal O&M procedures when deficiencies are found?	Not Checked
<u>General Comment:</u> <i>These records are kept in the Pawnee office.</i>		
CONTINUING SURVEILLANCE RECORDS		Status
[192.603(b)][192.613(a)]	Has the operator reviewed continuing surveillance records for class location changes, failures, leak history, corrosion, changes in cathodic protection, and other unusual operating and maintenance conditions?	Not Checked
<u>General Comment:</u> <i>These records are kept in the Decatur operating center.</i>		
[192.491][192.489]	Does the operator have records verifying if exposed cast iron was examined for evidence of graphitization and if	Not Applicable

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	necessary what appropriate action was taken concerning graphitization?	
<u>General Comment:</u> <i>There is no cast iron in the gas system.</i>		
[192.603(b)][192.755]	Does the operator have surveillance records of cast iron pipelines, including appropriate action resulting from tracking circumferential cracking failures, study of leak history, or any other unusual operating and maintenance conditions?	Not Applicable
<u>General Comment:</u> <i>There is no cast iron in the gas system.</i>		
[192.603(b)][192.753(a)]	Is each cast iron caulked bell and spigot joint that is subject to a pressure of more than 25 (psig.) sealed as required?	Not Applicable
<u>General Comment:</u> <i>There is no cast iron in the gas system.</i>		
[192.603(b)][192.753(b)]	Is each cast iron caulked bell and spigot joint that is subject to a pressure of 25 (psig.) or less and is exposed for any reason sealed as required?	Not Applicable
<u>General Comment:</u> <i>There is no cast iron in the gas system.</i>		
QUALIFICATION OF PIPELINE PERSONNEL		Status
Refer to operator Qualification Inspection Forms and Protocols		Not Checked
<u>General Comment:</u> <i>The operator qualification records are in the Pawnee operating center.</i>		
DAMAGE PREVENTION RECORDS		Status
[192.603(b)][191.11(a)]	Did the operator track the number of damages per 1000 locate requests for the previous years?	Not Checked
<u>General Comment:</u> <i>These records are kept in the Belleville operating center.</i>		
Has the number of damages increased or decreased from prior year?		Not Checked
<u>General Comment:</u> <i>These records are kept in the Belleville operating center.</i>		
[192.603(b)][192.617]	Does the operator track records of accidents due to excavation damage to ensure causes of failures are addressed to minimize the recurrence?	Not Checked

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<u>General Comment:</u>		
<i>These records are kept in the Belleville operating center.</i>		
[192.603(b)][192.614(c)(3)]	Does the operator provide documentation pertaining to notification of excavation, marking, positive response, and the availability and use of the one call system?	Not Checked
<u>General Comment:</u>		
<i>These records are kept in the Belleville operating center.</i>		
Does the operator have a Quality Assurance Program in place for monitoring the locating and marking of facilities?		Not Checked
<u>General Comment:</u>		
<i>These records are kept in the Belleville operating center.</i>		
Do pipeline operators include performance measures in facility locating contracts?		Not Checked
<u>General Comment:</u>		
<i>These records are kept in the Belleville operating center.</i>		
[IL ADM. CO.265.100(b)(1)]	Was third party damage to mains involving a release of gas reported to ICC JULIE Enforcement? http://www.icc.illinois.gov/julie/	Not Checked
<u>General Comment:</u>		
<i>Third party damage is reported to the Pawnee operating center.</i>		
Has the Operator adopted applicable section of the Common Ground Alliance Best Practices?		Not Checked
<u>General Comment:</u>		
<i>Common Ground Alliance best practices will be in the Pawnee operating center.</i>		
If no, were Common Ground Alliance Best Practices discussed with Operator?		Not Checked
<u>General Comment:</u>		
<i>Common ground alliance was not discussed with the operator.</i>		
EMERGENCY PLANS		Status
[192.603(b)][192.615(b)(1)]	Are supervisors, responsible for emergency action, furnished copies of the latest edition of the Emergency Plan?	Satisfactory
<u>General Comment:</u>		
<i>Each supervisor is furnished with a copy of the latest emergency plan.</i>		
[192.603(b)][192.615(b)(2)]	Has the operator maintained documentation that the appropriate operating personnel have received training to assure they are knowledgeable of emergency procedures and that the training was effective?	Not Checked

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<u>General Comment:</u>		
<i>These records are being kept in the Pawnee operating center.</i>		
[192.603(b)][192.615(b)(3)]	Has the operator maintained documentation of employee activity reviews to determine whether the procedures were effectively followed in each emergency?	Not Checked
<u>General Comment:</u>		
<i>These records are kept in the Pawnee operating center.</i>		
[192.603(b)][192.615(c)]	Has the operator maintained documentation that the operator established and maintained liaison with appropriate fire, police and other public officials?	Not Checked
<u>General Comment:</u>		
<i>These records are in the Pawnee operating center.</i>		
[192.603(b)][192.615(a)(3)]	Did the review of emergency response time intervals regarding odor/leak complaint documentation indicate adequate emergency response intervals were achieved?	Satisfactory
<u>General Comment:</u>		
<i>Emergency response times met the requirements last year.</i>		
PUBLIC AWARENESS PROGRAM - RECORDS		Status
Refer to Public Awareness Program Inspection Forms and Protocols		Not Checked
<u>General Comment:</u>		
<i>The Public Awareness Program is in the Pawnee Operating Center.</i>		
ODORIZATION OF GAS		Status
[192.603(b)][192.625(f)]	Has the operator maintained documentation of odorant concentration level testing using an instrument?	Satisfactory
<u>General Comment:</u>		
<i>Odorant levels met the code requirements, they were taken by using an instrument.</i>		
[192.603(b)][192.625(e)]	Has the operator maintained documentation of odorizer tank levels?	Satisfactory
<u>General Comment:</u>		
<i>Odorized tank levels are read every month.</i>		
[192.603(b)][192.625(f)(1)]	Are master meter operators receiving written verification of odorant concentration levels from their gas supplier?	Not Applicable
<u>General Comment:</u>		
<i>Ameren is not a master meter operator.</i>		

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[192.603(b)][192.625(f)(2)]	Has the master meter operator maintained documentation of sniff tests performed as required by this section?	Not Applicable
<u>General Comment:</u> Ameren is not a master meter operator.		
PATROLLING & LEAKAGE SURVEY		Status
[192.603(b)][192.721(b)(1)]	Is the operator patrolling business districts at a minimum of 4 per year/4 1/2 months?	Not Applicable
<u>General Comment:</u> No patrolling of the business district, no critical patrols.		
[192.603(b)][192.721(b)(2)]	Is the operator patrolling outside business districts at a minimum of 2 per year/7 1/2 months?	Satisfactory
<u>General Comment:</u> There were 2 patrols last year and they were inspected twice each last yea		
[192.603(b)][192.723(b)(1)]	Is the operator performing leakage surveys in business districts at a minimum of 1 per year/ 15 months? If the operator has inside meter sets that meet this criterion then were those surveyed?	Satisfactory
<u>General Comment:</u> The operator performs a leakage survey in the business districts every year not to exceed 15 months, inside meters are being leak surveyed.		
[192.603(b)][192.723(b)(2)]	Is the operator performing leakage surveys outside a business district at a minimum of every 5 years/63 months? Is the operator performing leakage surveys on cathodically unprotected pipelines at a minimum of every 3 years/39 months? If the operator has inside meter sets that meet this criterion then were those surveyed? If the operator has yard lines then are those being surveyed?	Satisfactory
<u>General Comment:</u> Leakage surveys outside of the business district are conducted every 4 years. Inside meter sets that are surveyed during the leakage survey. Yard lines are being surveyed.		
YARD LINES - RESIDENTIAL		Status
[220 ILCS 2.2.03]	Has the operator designated and documented the location of all services where the meter is located more than 3 feet away from the wall of a residence?	Satisfactory
<u>General Comment:</u> The operator has a listing of all meters that are located more than 3 feet away from the residence wall.		
[192.463,220 ILCS 2.2.03][220 ILCS 2.2.03]	Has the operator determined if cathodic protection is required on these services?	Not Applicable

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<u>General Comment:</u>		
<i>The operator does not protect the service line after the meter set.</i>		
[192.723(b)(1),192.723(b)(2)][220 ILCS 2.2.03]	After the determination of the cathodic protection requirements, has the operator surveyed each line within the required leakage survey intervals?	Satisfactory
<u>General Comment:</u>		
<i>A leak survey is conducted on these service lines at the required intervals.</i>		
ABANDONMENT or DEACTIVATION of FACILITIES PROCEDURES		Status
[192.603(b)][192.727(b)]	Did the operator maintain documentation demonstrating that each pipeline abandoned in place was disconnected from all sources and supplies of gas, and purged of gas?	Satisfactory
<u>General Comment:</u>		
<i>No abandoned pipelines that were disconnected from its source of gas last year.</i>		
[192.603(b)][192.727(c)]	Did the operator maintain documentation demonstrating that each inactive pipeline that is not being maintained under this part was disconnected from all sources and supplies of gas; purged of gas?	Satisfactory
<u>General Comment:</u>		
<i>No inactive pipeline was disconnected from its source of gas last year.</i>		
[192.603(b)][192.727(d)]	Did the operator maintain documentation demonstrating that whenever service to a customer was discontinued access to gas was either; locked, prevented by a mechanical fitting, or disconnected from the gas supply and open pipe ends sealed?	Satisfactory
<u>General Comment:</u>		
<i>Documentation did show that the meter set was locked off to prevent access to the gas.</i>		
[192.603(b)][192.727(e)]	Did the operator maintain documentation when air was used for purging that a combustible mixture was not present after purging?	Not Applicable
<u>General Comment:</u>		
<i>No purging of air to prevent a combustible mixture was conducted last year.</i>		
[192.727(g)][192.727(g)]	Did the operator maintain documentation for each abandoned onshore pipeline facility that crosses over, under or through a commercially navigable waterway?	Not Applicable
<u>General Comment:</u>		
<i>No commercially navigable waterway in the system.</i>		
PRESSURE LIMITING AND REGULATION		Status

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[192.603(b)][192.739(a)]	Is the operator inspecting and testing the pressure limiting and regulating stations at a minimum of 1 per year/15 months?	Satisfactory
<u>General Comment:</u> <i>Regulating stations were inspected each year not to exceed 15 months.</i>		
[192.603(b)][192.743(a)]	Is the operator inspecting pressure limiting and regulating stations for adequate capacity at a minimum of 1 per year/15 months?	Satisfactory
<u>General Comment:</u> <i>A capacity check is conducted every year.</i>		
[192.603(b)][192.743(b)]	If the operator used calculations to determine sufficient capacity, were the calculation reviews documented at a minimum of 1 per year/15 months?	Satisfactory
<u>General Comment:</u> <i>A capacity check is conducted every year.</i>		
[192.603(b)][192.741(a),192.741(b)]	Is each distribution system supplied by more than one district pressure regulating station, or where required by the operator on a system supplied by a single regulating station, equipped with telemetering or recording pressure gauges to indicate the gas pressure in the district?	Satisfactory
<u>General Comment:</u> <i>System supplied by more than one pressure station has charts on them.</i>		
[192.603(b)][192.741(c)]	If there were indications of abnormally high- or low-pressure, were actions taken to correct any unsatisfactory operating conditions?	Satisfactory
<u>General Comment:</u> <i>Correctly actions are taken if a high or low pressure conditions are indicated..</i>		
[192.603(b)][192.743(a),192.743(b),192.195(b)(2)]	Is overpressure protection provided by the supplier pipeline downstream of the take point?	Not Applicable
<u>General Comment:</u> <i>Ameren does not have overpressure protection from the supplier at the time of this audit, relief valves are to be installed in the near future.</i>		
[192.603(b)][192.743(a)]	If Yes, does the operator have documentation to verify that these devices have adequate capacity?	Not Applicable
<u>General Comment:</u> <i>The operator does not have documentation from the pipeline.</i>		
VALVE MAINTENANCE		Status

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[192.603(b)][192.747(a),192.747(b)]	Did the operator inspect and maintain distribution valves necessary for the safe operation of the system at a minimum of 1 per year/15 months?	Satisfactory
<u>General Comment:</u> <i>Distribution valves were inspected by requirement of the code.</i>		
[192.603(b)][192.749(a)]	Did the operator inspect and maintain vaults > 200 cubic feet at a minimum of 1 per year/15 months?	Not Applicable
<u>General Comment:</u> <i>There are no vaults in the system.</i>		
Investigation Of Failures		Status
[192.603(b)][192.617]	Did the operator experience accidents or failures requiring analysis?	Not Applicable
<u>General Comment:</u> <i>No accidents or failures requiring analysis last year.</i>		
WELDING OF STEEL PIPE		Status
<u>Category Comment:</u> <i>Welding records are kept in the Decatur Training Center.</i>		
[192.603(b)][192.225(b)]	Does the operator have documentation for their qualified welding procedure?	Not Checked
[192.603(b)][192.227,192.229]	Does the operator have documentation of welder qualification documentation as required?	Not Checked
[192.709][192.243(b)(2)]	Does the operator have documentation of NDT personnel qualification as required?	Not Checked
[192.709][192.243(f)]	Does the operator have documentation of NDT testing performed?	Not Checked
JOINING OF MATERIAL OTHER THAN WELDING		Status
<u>Category Comment:</u> <i>Plastic pipe records are in the Pawnee Training Center.</i>		
[192.603(b)][192.285]	Are persons making joints with plastic pipe qualified?	Not Checked
[192.603(b)][192.287]	Are persons inspecting plastic pipe joints qualified?	Not Checked
[192.603(b)][192.283]	Are qualified joining procedures for plastic pipe in place?	Not Checked
CORROSION CONTROL RECORDS		Status
[192.491(a)][192.491(a)]	Has the operator maintained maps or records of cathodically protected piping, cathodic protection facilities,	Satisfactory

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	galvanic anodes, and neighboring structures bonded to the cathodic protection system?	
<u>General Comment:</u> <i>Records are being maintained explaining where an anode is placed.</i>		
[192.491][192.459]	Has the operator maintained documentation of an examination when buried pipe was exposed?	Satisfactory
<u>General Comment:</u> <i>Documentation of examination of exposed pipe when exposed is kept.</i>		
[192.491][192.465(a)]	Has the operator maintained documentation of annual pipe-to-soil monitoring performed at a minimum of 1 per yr/15 months and/or isolated services or short sections of main less than 100 feet at a minimum of 10% annually?	Satisfactory
<u>General Comment:</u> <i>Pipe to soil monitoring was conducted within the 1 per year/ 15 months. Isolated services were inspected within the code requirements.</i>		
[192.491][192.465(b)]	Has the operator maintained documentation of rectifier or other impressed current power sources inspections at a minimum of 6 per year/ 2 1/2 months?	Satisfactory
<u>General Comment:</u> <i>Rectifiers are inspected at least 6 times a year.</i>		
[192.491][192.465(c)]	Has the operator maintained documentation of each critical interference bond, reverse current switch, diode, etc. inspections at a minimum of 6 per year/ 2 1/2 months and/or non-critical interference bond inspections at a minimum of 1 per year/15 months?	Satisfactory
<u>General Comment:</u> <i>Critical bonds are inspected 6 times a year.</i>		
[192.491][192.465(d)]	Has the operator taken prompt remedial actions to correct any deficiencies indicated by the monitoring?	Satisfactory
<u>General Comment:</u> <i>Prompt remedial actions are taken if any deficiencies are found.</i>		
[192.491][192.465(e)]	Has the operator maintained documentation of unprotected pipeline surveys, inspections, or tests at a minimum of 3 years/39 months?	Not Applicable
<u>General Comment:</u> <i>Ameren MT. Vernon operating center has no unprotected pipelines in their operating center.</i>		
[192.491][192.467(a),192.467(c),192.467(d)]	Has the operator maintained documentation of inspections or tests for electrical isolation at casings?	Satisfactory

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<u>General Comment:</u> <i>Documentation records for isolation of casings are inspected.</i>		
[192.491][192.469]	Does the operator have a sufficient number of test stations or other contact points for electrical measurement to determine the adequacy of cathodic protection?	Satisfactory
<u>General Comment:</u> <i>The operator has a sufficient number of test stations.</i>		
[192.491][192.471]	Has the operator maintained documentation of corrective actions taken when a test lead is no longer electrically conductive?	Satisfactory
<u>General Comment:</u> <i>The operators test leads are all electrically conductive.</i>		
[192.491][192.473(b)]	Has the operator maintained documentation of inspections or tests to assure their cathodic protection system is not affecting adjacent underground metallic structures?	Not Applicable
<u>General Comment:</u> <i>The operator has no adjacent underground structures in their area as far as they know.</i>		
[192.491][192.475(a)]	Has the operator maintained documentation of investigations or steps taken to minimize internal corrosion due to transportation of corrosive gas?	Not Applicable
<u>General Comment:</u> <i>The operator has no corrosive gas in their system.</i>		
[192.491][192.475(b)]	Has the operator maintained documentation of internal surface inspections performed when pipe is removed for any reason?	Not Applicable
<u>General Comment:</u> <i>No pipe was removed from the system.</i>		
[192.491][192.477]	Has the operator maintained documentation of internal corrosion coupon monitoring at a minimum of 2 per year/ 7 1/2 months?	Not Applicable
<u>General Comment:</u> <i>No internal corrosion coupon monitoring was done last year.</i>		
[192.491][192.481]	Has the operator maintained documentation of atmospheric corrosion control monitoring at a minimum of 1 per 3 years/ 39 months?	Satisfactory
<u>General Comment:</u> <i>Atmospheric corrosion control monitoring is done every 3.</i>		

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[192.491][192.479]	Has the operator maintained documentation of corrective action where atmospheric corrosion was discovered?	Satisfactory
<u>General Comment:</u> <i>Corrective action is maintained if corrosion is discovered.</i>		
[192.491][192.483(a),192.483(b),192.483(c)]	Has the operator maintained documentation demonstrating that pipe removed due to external corrosion has been repaired or replaced with pipe that was coated and cathodically protected?	Not Applicable
<u>General Comment:</u> <i>No pipe was removed from the system.</i>		
TRAINING - 83 IL ADM. CODE 520		Status
[520.10(a) (1)]	Has the operator maintained documentation demonstrating that personnel have received adequate training?	Satisfactory
<u>General Comment:</u> <i>Training records are in n the Pawnee Training Center.</i>		
[520.10(a) (2)]	Do training records include verbal instruction and/or on the job training for each job classification?	Satisfactory
<u>General Comment:</u> <i>These records are in each operating center.</i>		
[520.10(b)]	Has the municipal operator maintained documentation demonstrating that personnel have received adequate training?	Not Applicable
<u>General Comment:</u> <i>Ameren is not a municipal operator.</i>		
[520.10(a)(5)]	Are procedures periodically updated to include new materials, new methods of operation and installation, and changes in general procedures?	Satisfactory
<u>General Comment:</u> <i>Each employee gets the updates of changes to the procedures.</i>		

STANDARD INSPECTION REPORT OF A GAS DISTRIBUTION OPERATOR RECORD AUDIT

Unless otherwise noted, all code references are to 49CFR Part 192.

If an item is marked Unsatisfactory, Not Applicable, or Not Checked, an explanation must be included in this report.